



# An AASIS "HOW-TO" Guide

## Manual Bank Statement Reconciliation For Commercial Banks

(TRANSACTION FF67)



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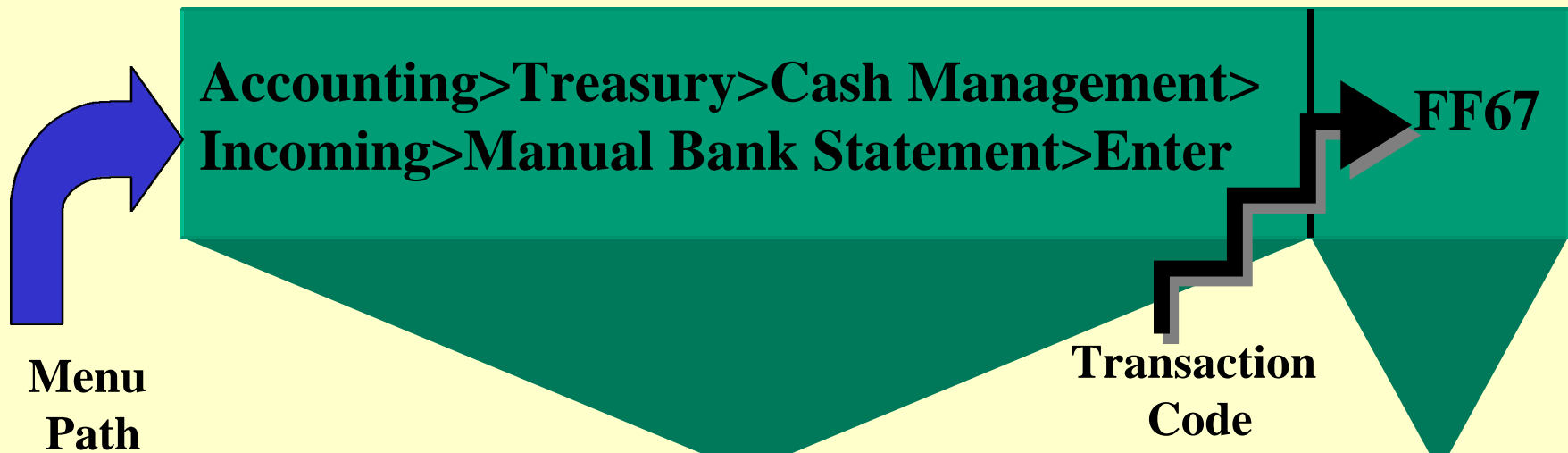


# Manually Entering Bank Statements into AASIS



## *Trigger:*

**You have received statements from  
a commercial bank**





# Banking & Position Management Transactions

TASK	TRANSACTION CODE
Create Bank	FI01
Change Bank	FI02
Display Bank	FI03
Display Bank Changes	FI04
Create House Bank	FI12
G/L Account Cashed checks	FF.3
Import Electronic Bank Statement	FF.5
Manual Bank Statement	FF67
Post Process Electronic Bank Statement	FEBA
Post Electronic Bank Statement	FEBP
Edit Cash Management Position Pmts	FF6A
Cash Position	FF7A



# GET READY....

- Receive monthly commercial bank statement and get ready to post in SAP against assigned house bank.



# BEFORE POSTING.....

Before posting in AASIS screen FF67, go to screen FBL3N - G/L Account Line Item Display - ( see next 2 slides) and run a print of all incoming and outgoing money (these are your general ledger accounts that end in 1 through 4) to compare with the monthly bank statement.

Resolve any discrepancies such as returned checks, interest or bank service charges that need to be posted. Postings are done through the FB50 screen. Interest and bank service charges will need a cost center code. The general ledger accounts to use are 4049006000 (Interest) and 5080002000 (Bank Service Charge).

If your deposits in AASIS are not in the same amounts as on your bank statement you will need to account for the differences. You can only clear what is posted in your set of general ledger accounts.

Program Edit Goto System Help

**G/L Account Line Item Display**

**FBL3N - SCREEN**

G/L account selection

G/L account 1102580010 to 1102580014

Company code ark to

Selection using search help

Search help ID

Search string

Complex search help

Line item selection

Status

☐ Open items

Open at key date 09/26/2001

☐ Cleared items

Clearing date to

Open at key date

☒ All items

Posting date 06/28/2001 to

General Ledger Accounts for House Bank

Click Execute

FBL3N sapqas INS

Start SAP Logon 46D Microsoft Pow... Microsoft Wor... G/L Accou... 1:03 PM



**G/L Account Line Item Display**

## FBL3N - SCREEN

St	Assignment	Doc.no.	BA	Type	Doc. date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
	20010906	15001010	0258	KZ	09/06/2001	50	500.00-	USD			
*							31,409.81-	USD			
	00000000	20036157	0258	ZR	07/31/2001	40	606.06	USD		20036157	1314
	20010711	15000015	0258	KZ	07/11/2001	50	606.06-	USD		20036157	
	00000000	20036158	0258	ZR	07/31/2001	40	184.83	USD		20036158	1316
	20010711	15000016	0258	KZ	07/11/2001	50	184.83-	USD		20036158	
	00000000	20036159	0258	ZR	07/31/2001	40	37.30	USD		20036159	1318
	20010717	15000091	0258	KZ	07/17/2001	50	37.30-	USD		20036159	
	00000000	20036160	0258	ZR	07/31/2001	40	350.00	USD		20036160	1319
	20010717	15000092	0258	KZ	07/17/2001	50	350.00-	USD		20036160	
	00000000	20036163	0258	ZR	07/31/2001	40	72.74	USD		20036163	1315
	20010711	15000011	0258	KZ	07/11/2001	50	72.74-	USD		20036163	
*							0.00	USD			
** Account 1102580011							31,409.81-	USD			

**Outgoing Check Account**

**Compare non-cleared amounts with Bank Statement**

FBL3N sapqas INS

Start SAP Logon 46D Microsoft Pow... Microsoft Wor... G/L Accou... 1:12 PM

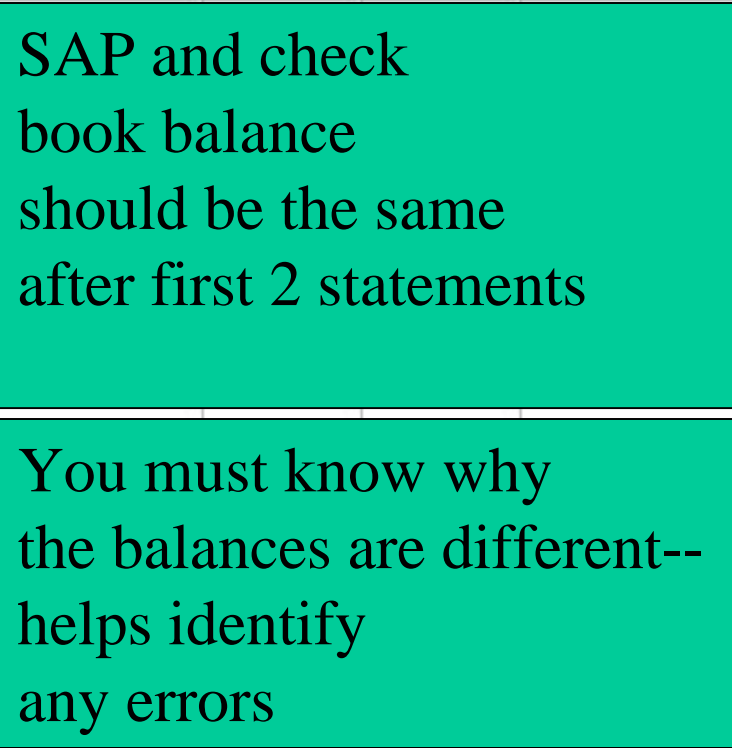




# FIRST STATEMENT?

If this is your first statement and you have checks listed on your bank statement that were written prior to July 2 then you do not record these in AASIS. They are not posted to your general ledger accounts.

Prior to entering your first statement you will need to do a reconciliation between your initial AASIS beginning balance and your first bank statement. Use the following spreadsheet format.





# NOW, LET'S GO POST

- Now you are ready to go to the FF67 screen and post your manual bank statement.
- If this is your first time at this screen, then you will need to set up the **Specifications**. This should automatically pop-up, but if it doesn't it is located under Settings. The following should be either checked or have a code entered



# FF67 SPECIFICATIONS

- Int. bank determin. (checked)
- Import advices (checked)
- Start variant (Ark01)
- Cust. Matchcode ID (D)
- Vendor matchcode (K)
- Processing type (4).
- Transfer value date (checked)

Hit Enter or the green check mark and your set-up is done.

## FF67 - SPECIFICATIONS SCREEN

### Process Manual Bank Statement

Overview Planning types

Company code ARK State of Arkansas

House bank ☒

Account ID ☒

Statement number ☒

Statement Specifications

Currency ☒ Int. bank determin.

Controls

Beginning Selection of advices

Ending ba ☒ Import advices

Posting d

Selection Memo record entry

Start variant ARK01 Arkansas Manual Statement Var

Planning Cust. matchcode ID D

Statemen Vendor matchcode ID K

Planning

Character Further processing

Processing type 4

Further pr ☒ Transfer value date

☐ Bank

The first time that you use this transaction set your specifications just like it is in the screen



# You are ready to enter page 1.....

- Now you are ready to enter the basic information on the first page of screen FF67.





# FF67 - PAGE 1 FIELDS

- Company Code: (ARK)
- House Bank: The house bank assigned to your agency. If you forgot look at screen FI12 or FI13.
- Account ID: Will automatically pull up when you hit the drop down after entering bank
- Statement: # "1" for first statement
- Statement Date: Date of bank statement
- Beginning Balance: Beginning Balance on bank statement. If it is your first statement you will need to put the beginning balance loaded in SAP. After the first couple of statements your balance in SAP will match your balances on your bank statement



# FF67 - PAGE 1 FIELDS (cont.)

- Ending Balance: This normally would be your ending balance on the bank statement. However, if it is your first statement it will be the difference between the SAP beginning balance and the deposits and outgoing money entered on page 2 of the screen FF67
- Posting Date: This is today's date-if you do not enter a date the date of the statement will be entered automatically and the posting period for last month may not be open.
- SKIP THE "SELECTION OF PAYMENT ADVICE SECTION"
- Bank Posting Only: (check square)
- Click the green check mark in the upper left-hand corner to go to the next page.
  - **Ignore the yellow warnings for 1st statement**

review Planning types

Country code	ARK	State of Arkansas
Bank	SFS00	
ID	TRB01	
Account number	1	
Account date	07/31/2001	
Currency	USD	

Use Dropdown

Beginning balance	177,446.28
Ending balance	183,916.31
Account date	07/31/2001

Beginning Balance in SAP

Information of payment advices

Payment type	
Payment date	
Payment date from	
Payment date to	
Payment characteristic	

Processing

Bank postings only

Click green check in upper left corner.



# You are ready to enter page 2.....

- You are now on page 2 of the FF67 screen. **For each line item** on your bank statement enter this information:



# FF67 - PAGE 2 FIELDS

- Transaction (Tran) (Required)
  - **(ONLY USE THE + TRANSACTIONS) (YOU MUST USE THE DROPDOWN-DON'T JUST TYPE THE TRANSACTION NUMBER IN)**
    - 0001= Check Paid
    - 0002 = Ach Debit (Outgoing)
    - 0003 = Wire Debit (Outgoing)
    - 0004 = Regular Deposit
    - 0006 = Wire Deposit
    - 0007 = Interest Earned
    - 0008 = Bank Service Charge



# FF67 - PAGE 2 FIELDS (cont.)

- Value Date (Required)
  - Date of transaction on your bank statement. If the interest or bank service charge was posted in the current month-use the date you posted the interest or charge
- Amount (Required)
  - Enter dollars and cents; outgoing money is negative
- Bank refer. (Required and Optional)
  - This is where you put check number, INTEREST, or BANK SERVICE CHARGE
- BusA (Required)
  - This is your 4-digit business area code

-





# FF67 - PAGE 2 FIELDS (cont.)

- Doc. No.
  - Enter the document numbers if you have two amounts that are exactly the same posted in the same period. If you enter the document number the transaction type is ignored. The document number is not on your bank statement. You will need to get it from the FBL3N screen



# NOW....GREEN CHECK AND SAVE!

Once you enter the Transaction, Value Date, Amount, Bank Refer., BusA, and/or document Number for each line item, **click the green check mark** in the upper left-hand corner.

If you have more than one page of checks and deposits to enter you can click the down arrows at the top of the screen to go to the next page.

Once you have all your entries the two balances at the bottom of the screen should be the same. If they are not then you need to double-check your entries.

Once you are sure everything is correct, **click the save button**. This will save the back page of your FF67 screen and take you back to the FF67 screen first page.

# Process Manual Bank Statement

FF67 - PAGE 2

Deactivate line

Bank acct
17531
G/L account
1102580010
CoCode
ARK
Curr.
USD

## Bank statement items

Tran	Value date	Amount	Bank refer.	BusA	Doc. no.	Post. date
0001	07/23/2001	606.06-	1314	0258		
0001	07/23/2001	72.74-	1315	0258	15000011	
0001	07/23/2001	184.83-	1316	0258		
0001	07/23/2001	37.30-	1318	0258		
0001	07/23/2001	350.00-	1319	0258		
0004	07/17/2001	3,489.35		0258		
0004	07/26/2001	3,865.00		0258		
0007	09/10/2001	366.61	INT	0258	10003369	

Document  
number  
needed for  
identical  
amounts in same  
period



# Posting Your Bank Statement...

Now that you are back on the 1st page of the FF67 screen you want to post your bank statement. When you post the statement, the amounts in your clearing accounts (general ledger accounts that end in 1-4) go into your cleared account (account that ends in 0).

You can post in 2 ways.



# Posting Your Bank Statement (cont)

The easiest way is to click on the SAVE button.

The other way is to click on the bank statement drop down, go to post, and then individual statement.

When you do either of these, you will go to a post/error screen.

When you get here make a hard copy. You cannot bring this screen back up once you leave it. If anything did not post, it will show up in the error column.

You can post errors in 2 ways



# Posting Errors.....

First, you can go back into the FF67 screen, click the overview-this will take you to all the bank accounts that are doing manual postings.

Find your bank account, double click on it, double click on the statement number until individual transactions are visible and then hit the transfer button.

This will bring up the statement you just entered with the beginning and ending balances.

Check the bank postings only again and click the green check and it will take you to page 2 of the FF67 screen.

Find the entry that didn't post and put the transaction document number in the Doc. No. field.

Click save again. If it posted then no errors will exist. However, if you still have errors then you will need to go to the **FEBA screen**.





# FEBA

Transaction FEBA is used to post those bank statements that did not post because of a discrepancy.

The FEBA screen will tell you what is wrong. If it asks for information such as the cost center, fund then enter the data. This information was obviously missing at some point during the prior postings.

Most importantly, the amount you are trying to post must be in your general ledger accounts before they can be cleared. You can only clear what is posted in your set of general ledger accounts.



# FEBA SCREEN-(BANK STATEMENT SUBSEQUENT PROCESSING)

Once on this screen, put in company code ARK, your house bank and your Account ID.

Ensure the posting parameters are on General Ledger Accounting, Display Incorrect Screens and then click on the statement overview button.

This will take you to your statements that have been posted.

Double click on the bank and then the statement date until you see all the line statements posted and not posted.

The statements posted will have a green check mark and the statements not posted will have a red X.

Double click on the line item in error (trans) until you see OCMT Amount Do(es) not exist.



# FEBA SCREEN-(BANK STATEMENT SUBSEQUENT PROCESSING)

Click the green check mark and then the save button.

This will take you to another screen. At this point you will need to read the message.

A common error could be that the posting period is closed. If this is the case change the posting period to the current date and then save it again. If this is the only problem then it will post.

If this is not the only problem, then it will identify the problem for you when you click post again.



# FEBA SCREEN-(BANK STATEMENT SUBSEQUENT PROCESSING)

Another common error is if you have multiple same amounts in the same period, it will ask you to select one of the amounts.

If you select and save one of the amounts but it still won't post then the internal transaction may not be correct.

If this is the case, you will need to go back to the screen that showed OCMT Amount Do(es) not exist, click on the Internal Transaction button and find the correct Internal Transaction code and then try to post again.

## Bank Statement Subsequent Processing

FEBA

Bank statement/check deposit transaction

Application	Electronic and manual bank statement	
Company code	ARK	
House bank	SFS00	
Account ID	TRB01	
Statement number		
Statement date		
Statement status	All line items	
Bundle number		
Item value date		
Item amount/currency		

Posting parameters

Posting area	G/L accounting	
Posting method	Display incorrect screens	

Ensure posting area is G/L accounting

## Bank Statement Overview

**FEBA**

Statement IDoc

G/L accounting

CoCd	Bank	Bank key	Account number	Crcy;
ARK	SIMMONS FIRST BANK	082906494	17531	USD

St.no.	Stmt date	Curr.	Beginning bal.	Ending bal.	ID	
00004	09/26/2001	USD	183,561.31	183,401.31	00000051	✓
00003	09/24/2001	USD	183,721.31	183,561.31	00000050	✓
00002	08/21/2001	USD	183,916.31	183,721.31	00000049	✓
00001	07/31/2001	USD	177,446.28	183,916.31	00000048	✓

Green check-posted

Red X-not posted



## Bank Statement Overview

**FEBA**

Document Turnover IDoc

G/L accounting

CoCd	Bank	Bank key	Account number	Crcy;
ARK	SIMMONS FIRST BANK	082906494	17531	USD

St.no.	Stmt date	Curr.	Beginning bal.	Ending bal.	ID
00001	07/31/2001	USD	177,446.28	183,916.31	00000048 ✓

No.	Tran.	Value date	Amount	Doc.no.	OnActDocNo
00001	Z001	07/23/2001	606.06-		Posted
00002	Z001	07/23/2001	72.74-	0020036163	Posted
00003	Z001	07/23/2001	184.83-		Posted
00004	Z001	07/23/2001	37.30-		Posted
00005	Z001	07/23/2001	350.00-		Posted
00006	Z003	07/17/2001	3,489.35		Posted
00007	Z003	07/26/2001	3,865.00		Posted
00008	Z003	09/10/2001	366.61	0020036164	Posted

Depicts all  
entries  
for statement  
#1

## Bank Statement Overview

FEBA

Edit payment advice Document Selection field Internal transaction

Bank 082906494 Acct 17531 CoCd ARK  
Stmt no. 00001 Stmt date 07/31/2001 ID 00000048  
Area Bank postings Pstng mthd Display incorrect screens  
Sel. fld Document number Int. trans 2001 Debit Out Clearing, Credit Bank Master

Internal Transaction Button

No.	Value date	Reference	Amount	Doc. no.	OnAcctDocNo.
00001	07/23/2001	1314	606.06-		
OCMT amount do(es) not exist					
Business partner					
Bank details Posted					
Ext. transaction					

Check Number



# Often Used Internal Transactions

		Ending Numbers of G/L Acct. Affected
•	Z004 Debit Master, Credit Wires In (Clears Incoming Money)	04
•	Z004 Debit Master, Credit ACH In (Clears Incoming Money)	04
•	Z003 Debit Master, Credit Checks In (Clears Incoming Money)	02
•	Z003 Debit Master, Credit Other Transfers (Clears Incoming Money)	02
•	Z002 Debit Wires Out, Credit Master (Clears Outgoing Money)	03
•	Z002 Debit ACH Out, Credit Master (Clears Outgoing Money)	03
•	Z001 Debit Checks Out, Credit Master (Clears Outgoing Money)	01
•	Z001 Debit Other Transfer; Credit Master (Clears Outgoing Money)	01



Posting rule (1) 232 Entries found

Restrictions

Pst. r...	Text
Y02	Debit Master; Credit Wires In
Y04	Debit Master; Credit ACH In
Y06	Debit Master; Credit Checks In
Y07	Debit Master; Credit ZBA Transfers
Y08	Debit Master; Credit Other Transfers
Y09	Debit Master; Credit Treasury Transfers
Y10	Debit Wires Out; Credit Master
Y30	Debit ACH Out; Credit Master
Y50	Debit Checks Out; Credit Master
Y70	Debit ZBA Transfers; Credit Master
Y80	Debit Other Transfers; Credit Master
Y90	Debit Treasury Transfers; Credit Master
Z001	Debit Out Clearing, Credit Bank Master
Z002	Debit EFT Clearing, Credit Bank Master
Z003	Debit Bank Master, Credit Incoming Clear
Z004	Debit Bank Master, Credit EFT
Z005	
Z006	

0048  
Bank Master  
cNo.

Master is G/L account that ends in zero



# Second and Subsequent Bank Statements

Go to the FF67 screen, click on overview, find your account number and click on it, click on your first statement date, then click the New Statement Button. This will take you to the first page of the FF67 screen and will automatically insert the next statement number and your beginning balance (your old ending balance)